

Republic of the Philippines
CGO IMUS CITY LGU
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CGO IMUS CITY LGU in the CSC website:

MS. NAHNEY G. ALCE
HRMO V

Date: August 25, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Nurse I	1218	11	22316	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Ospital ng Imus - Nursing Service
2	Administrative Aide VI (Clerk III)	1257	6	15524	Completion of two years studies in college	None required	None required	(Subprofessional) First Level Eligibility	N/A	Ospital ng Imus - Admitting and Information
3	Administrative Aide VI (Clerk III)	1258	6	15524	Completion of two years studies in college	None required	None required	(Subprofessional) First Level Eligibility	N/A	Ospital ng Imus - Admitting and Information
4	Administrative Aide VI (Disbursing Officer I)	1108	6	15524	Completion of two years studies in college	None required	None required	(Subprofessional) First Level Eligibility	N/A	Ospital ng Imus - Accounting/Finance Section
5	Administrative Aide III (Clerk I)	1111	3	13019	Completion of two years studies in college	None required	None required	(Subprofessional) First Level Eligibility	N/A	Ospital ng Imus - Billing and Claims
6	Food Service Supervisor I	1133	9	18763	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Ospital ng Imus - Nutrition and Dietetics
7	Administrative Officer I (Records Officer I)	1138	10	20219	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Ospital ng Imus - Health Information Management
8	Administrative Officer I (Records Officer I)	1139	10	20219	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Ospital ng Imus - Health Information Management
9	Administrative Aide IV (Clerk II)	1140	4	13807	Completion of two years studies in college	None required	None required	(Subprofessional) First Level Eligibility	N/A	Ospital ng Imus - Health Information Management
10	Physical Therapist I	1185	11	22316	Bachelor's Degree in Physical Therapy	None required	None required	RA 1080	N/A	Ospital ng Imus - Rehabilitation
11	Physical Therapist I	1186	11	22316	Bachelor's Degree in Physical Therapy	None required	None required	RA 1080	N/A	Ospital ng Imus - Rehabilitation
12	Physical Therapist I	1187	11	22316	Bachelor's Degree in Physical Therapy	None required	None required	RA 1080	N/A	Ospital ng Imus - Rehabilitation

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than September 10, 2020.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

KIRK C. CAPARAS, Rpm
HRMA I
ona St. Poblacion IV-B, City of Imus /Ospital ng Imus, Pedro Reyes St., Mala
themushrhub@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.